



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

BUPERSINST 5100.13

BUPERS-00Z

22 FEB 2010

BUPERS INSTRUCTION 5100.13

Subj: BUREAU OF NAVAL PERSONNEL OCCUPATIONAL SAFETY AND HEALTH PROGRAM

Ref: (a) OPNAVINST 5100.23G
(b) Department of the Navy Civilian Human Resource Manual Subchapter 752
(c) 29 Code of Federal Regulations 1910, OSHA General Industry Safety and Health Standards

1. Purpose. To establish, assign responsibilities, and provide guidelines for an effective Navy Occupational Safety and Health (NAVOSH) program per references (a), (b), and (c).

2. Scope. This program applies to all military and civilian personnel within the Bureau of Naval Personnel (BUPERS) chain of command.

3. Policy. NAVOSH programs provide all persons a work place that is free of recognized safety and health hazards. The maintenance of safe and healthful working conditions is the responsibility of all employees. Commanders/Commanding Officers (COs)/Officers in Charge (hereafter referred to as COs) must fully support the NAVOSH program, as an integral part of their leadership duties.

4. Goals and Objectives

a. Reduce personnel exposure to hazards by abatement procedures or facilities correction.

b. Promote an increased awareness of occupational safety and health (OSH) through training programs.

c. Develop and implement plans and procedures for evaluating and improving safety programs.

5. Program Responsibilities

a. COs are responsible for the general safety of personnel and shall:

22 FEB 2010

(1) Continuously conduct an effective OSH program per established safety and health instructions;

(2) Establish OSH councils and committees at appropriate command levels and designate the members in writing to the BUPERS Safety Office (BUPERS-00Z) per reference (a).

(3) Establish and maintain liaison with BUPERS-00Z for coordination of specialty functions (medical, fire, security, disaster preparedness, etc.);

(4) Designate an activity safety representative in writing to BUPERS-00Z. In large activities with more than 100 employees, it is recommended that departmental safety representatives be designated. Representatives should attend training as outlined in reference (a);

(5) Ensure that all mishaps are properly investigated and reported per reference (a) via Enterprise Safety Application Management System (ESAMS).

b. BUPERS-00Z is responsible for advising and assisting COs in the development and promotion of NAVOSH programs and acts in an advisory capacity to the designated safety representative and NAVOSH committees. BUPERS-00Z provides appropriate safety training, coordinates NAVOSH program inspections and provides employees access to review NAVOSH standards.

c. OSH committees or councils serve as sounding boards for multiple viewpoints and interests on matters relating to the NAVOSH program. They identify, define, and assess OSH problem areas and recommend improvements to policy and program execution. Activities with fewer than 100 employees do not require safety committees. It is recommended they attend the host command's NAVOSH policy/tenant meeting.

d. All BUPERS activities shall comply with NAVOSH standards and all applicable rules, regulations and orders. Employees shall report workplace hazards to their supervisors or safety representatives or they can remain anonymous by reporting hazards per the Department of Defense Occupational Safety and Health Protection Program per paragraph 6h of this instruction or electronically via ESAMS. All naval personnel shall report

22 FEB 2010

any injuries, occupational illnesses, or property damage resulting from an accident via ESAMS.

e. Supervisors will establish appropriate (temporary) light duty for personnel who have been injured on the job and shall return employees to full duty upon receipt of a doctor's release statement.

f. BUPERS-00Z shall conduct joint workplace inspections. "High Risk" areas will be inspected more frequently than "Low Risk" areas. Inspections shall be done with a safety representative of the inspected activity. See reference (a) for definitions of high versus low risk.

6. Requirements

a. This program incorporates Occupational Safety and Health Act (OSHA) standards. If the most recent version of NAVOSH standards does not agree with the most recent version of OSHA standards or consensus standards, the most stringent standard shall be used as interim NAVOSH standards.

b. COs shall ensure that the criteria contained in NAVOSH standards are understood and complied with by all personnel. Civilian personnel who fail to comply with NAVOSH requirements are subject to disciplinary action per reference (b). Military personnel who fail to comply, are subject to disciplinary action per the Uniform Code of Military Justice.

c. COs shall ensure that all publications, instructions, standard operating procedures and specifications are reviewed and updated by the activity safety representative to conform with current safety standards.

d. NAVOSH Workplace inspections shall be conducted by BUPERS-00Z or their designated representative.

(1) Inspectors are authorized to deny the right of accompaniment to any person whose participation interferes with a fair and orderly inspection.

22 FEB 2010

(2) Inspectors shall note deficiencies including:

- (a) Violations of standards, criteria, or directives
- (b) Unsafe work practices
- (c) Management deficiencies observed

(3) "No notice" inspections will be conducted when requested by the activity CO.

(4) Out brief of the NAVOSH safety inspection will be provided to the CO or designated representative prior to departure. When deficiencies are found, these reports will contain specific violations and recommendations for corrective action using ESAMS. Reports generated via ESAMS will be electronically maintained by the activity, BUPERS-00Z, and the Naval Safety Center.

(5) BUPERS-00Z will perform a 30-day follow-up inspection for the abatement of noted violations if the activity has not provided a report of corrective actions taken. Discrepancies that go beyond 30 days will require the activity safety representative to develop an abatement plan per reference (a).

e. The Military Treatment Facility (MTF) having jurisdiction will provide industrial hygiene and workplace monitoring support as required.

f. The Occupational Health/Preventive Medicine Office of the appropriate MTF provides support in occupational health including occupational medicine, environmental health and health training. It ensures that employees or employee representatives are provided access to hazard monitoring records as well as occupational health medical records.

g. The appropriate fire department or host fire department having jurisdiction will conduct inspections to identify fire hazards, inspect fire equipment, and provide training.

22 FEB 2010

h. The DD 2272, Department of Defense Occupational Safety and Health Protection Program, contains information concerning employees' rights and responsibilities and identifies the chain of command. A copy must be posted in each work area. OPNAV 5100/11, Navy Employee Report of Unsafe or Unhealthful Working Condition, shall be posted adjacent to a DD 2272 to encourage employees to report safety and health hazards.

i. Per reference (a), hazards that have a Risk Assessment Code of 1, 2, or 3 shall generate a notice posted by the workplace supervisor in the immediate vicinity of the hazardous condition. Such notices shall not be removed until the hazard has been corrected.

j. The activity safety representative shall implement a "Deficiency Abatement Plan" when hazards have not been corrected within 30 days.

k. Building managers are responsible for preparing and submitting work requests/service calls to the public works department.

l. The public works department forwards abatement projects and cost estimates of projects beyond local funding capabilities to the Naval Facilities Engineering Command, via the appropriate chain of command.

m. If an accident occurs, the supervisor shall immediately get medical attention for the injured party at the local MTF for non-serious injuries or call 911 for all other injuries. The supervisor shall investigate the mishap and submit a report as required by references (a) via ESAMS.

n. COs shall ensure that personnel attend annual training per reference (a).

o. After the safety report, assessment, and appraisal, approved personal protective equipment (PPE) shall be issued to personnel while engineering or management controls are pending development, or when it has been determined that such controls are not feasible to eliminate safety or health hazards. Such equipment shall also be furnished and worn in emergency situations.

22 FEB 2010

(1) Supervisors shall document the following:

(a) To whom the equipment was issued;

(b) That personnel have been trained in the use, inspection and care of such equipment; and

(c) Actions taken against employees who fail to use this equipment.

(2) The local MTF shall provide evaluations to determine whether employees are capable of performing with such personal protective equipment.

7. Definitions

a. Abatement - The elimination or permanent reduction of a safety or health deficiency by complying with the applicable standard criteria.

b. Imminent Danger - A condition or practice in which immediate danger exists that could reasonably be expected to cause death or serious physical harm.

c. Serious Safety or Health Hazard - A condition or practice in which there is substantial probability that death or serious physical harm could result.

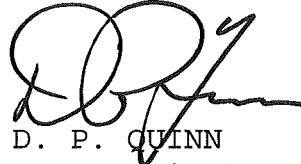
8. Records Management. Records created by this instruction, regardless of media, will be managed per SECNAV Manual 5210.1 of November 2007.

9. Forms and Reports

a. DD 2272 (Nov 00), Department of Defense Occupational Safety and Health Protection Program is available at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>, and OPNAV 5100/11 (Rev. 11-92), Navy Employee Report of Unsafe or Unhealthful Working Condition and OPNAV 5100/12 (02-95), OSH Deficiency Notice are available at <https://navaforms.daps.dla.mil/web/public/forms>.

22 FEB 2010

b. Reporting requirements contained in this instruction are exempt from reports control per SECNAV M-5214.1 of December 2005.



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